



OFFICE OF HALL MANAGEMENT
INDIAN INSTITUTE OF TECHNOLOGY BHUBANESWAR

Argul, Khorda- 752050

ADVERTISEMENT No. SA/OS-Rectt./26/Non-Teaching/2025, Dated- 30/04/2025

Recruitment of Outsourced Position

Applications in the prescribed format along with required documents are invited from interested Candidates for the post of **Hall Manager (01 No.) and Hall Attendant (02 Nos.)** on an OUTSOURCED BASIS. These positions are purely temporary in nature, appearance in interview or selection thereafter doesn't entitle for any claim whatsoever for permanency at the establishment of IIT Bhubaneswar. The appointment and salary payment will be by the Institute's Outsource Agency. Detailed vacancies for the position are given below:

Sl. No.	Name of the Post	Number of vacancies
01	Hall Manager (Female/Male)	01
02	Hall Attendant (Female/Male)	02

The number of posts are indicative only. It may increase or decrease as per the requirement of the Hall of residences. The selection will be made for male and female candidates separately depending on the requirement in boys or girls hostel, respectively. Institute reserves the right to call male/female candidates as needed and to cancel the advertisement partially or entirely without prior notice.

Eligibility Criteria

Sl. No.	Position and Salary	Educational Qualification / Experience / Job Requirement
01	Hall Manager: One (01) Salary; Rs. 25,000 to Rs. 30,000 per month (Consolidated) (depending on qualification, experience, and performance in the interview) Age Limit: up to 50 years as on 01.05.2025	<u>Educational Qualification and Experience</u> (a) Bachelor's Degree with at least 55% marks or equivalent CGPA on a scale of 10-point scale in the qualifying degree from a recognized University / Institute with 05 years' experience in managing hostels of educational institutions/hotels/ Guest Houses of Public Sector Undertaking / Government Organizations/ Teaching with administrative responsibility for handling UG and PG student activities in reputed technical Institutes, etc. Or Master's Degree with at least 55% marks or equivalent CGPA on a scale of 10-point scale in the qualifying degree from a recognized University / Institute with 03 years of experience in managing hostels of Educational institutions/hotels/ Guest Houses of Public Sector Undertaking / Government Organizations/ Teaching with administrative responsibility for handling UG and PG student activities in reputed technical Institutes, etc. (b) Knowledge of general administration/ accounting/ material management/ stores and purchases. Proficiency in computer applications such as MS-Office, Excel, PowerPoint or Equivalent is MUST. (c) Good in writing, and fluency in speaking English and Hindi

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		<p><u>Job Responsibilities</u></p> <ul style="list-style-type: none"> (a) Take care of students and hall of residences (b) Maintain a record of documents of hall of residences, room occupancy, mess, inventories/stores stock register and record of other staff (hostel, housekeeping, security) (c) Assist Wardens and Hall council for activities in hall of residences. (d) Maintain accounting of mess, hall of residence fees, process for procurement and process bills for payment (e) Hall of residence maintenance, resolve complaints, issues in hall of residence (f) Minutise the hall of residence council meetings (g) Any other duties to be assigned from time to time by Wardens/ Dean SA/ Institute. (h) Supervise overall functioning of the hostel, ensuring rules and regulations are followed. (i) Handle hostel allotment and accommodation-related queries. (j) Assist in implementing policies decided by the Hall Management Committee (HMC). (k) Ensure cleanliness and hygiene in the hostel premises. (l) Report and follow up on maintenance issues (plumbing, electrical, carpentry, etc.). (m) Coordinate with engineering/maintenance departments for timely repairs. (n) Act as a point of contact for students regarding hostel-related concerns. (o) Help resolve minor disputes or issues among residents. (p) Support in organizing hostel-level events, festivals, or activities. (q) Maintain records of repairs, complaints, and incidents. (r) Submit periodic reports to the Warden or Chairperson, Warden Council. (s) Coordinate with security and medical services when required. (t) Manage petty cash for routine hostel expenses (if assigned).
02	<p>Hall Attendant (02)</p> <p>Salary: Rs. 15000 to Rs.18000 per month (Consolidated) (depending on qualification, experience, and performance in the interview)</p> <p>Age Limit: up to 35 years as on 01.05.2025</p>	<p><u>Educational Qualification and Experience</u></p> <ul style="list-style-type: none"> (a) 12th Pass with 3-year experience or Bachelor's Degree with from a recognized University / Institute with 01-year experience in relevant, in relevant field such as managing hostels of educational institutions/hotels/ Guest Houses of Public Sector Undertaking / Government Organizations etc. (b) Knowledge of computer application and proficiency in office applications like Word, Excel, Power point. (c) Good in writing, and fluency in speaking English and/ Hindi <p><u>Job Responsibilities</u></p> <ul style="list-style-type: none"> (d) Assist the Hall Management Committee: Support the Warden, Assistant Wardens, and other hostel authorities in day-to-day operations.

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		<p>(e) Maintain records: Keep logs of hostel residents, visitor registers, complaint registers, etc.</p> <p>(f) Inventory management: Maintain stock and record of furniture, electrical items, cleaning supplies, and other hostel equipment.</p> <p>(g) Room allocation and vacating process: Help with room allotment, checking inventory while allotting/vacating rooms, and ensuring proper handover.</p> <p>(h) Liaise with maintenance teams: Report and follow up on repair/maintenance requests (plumbing, electrical, carpentry).</p> <p>(i) Supervise cleanliness: Coordinate with housekeeping staff to ensure hygiene and cleanliness across the hostel.</p> <p>(j) Support student welfare: Be a point of contact for residents for basic assistance or grievances.</p> <p>(k) Monitor discipline: Ensure hostel rules and regulations are followed by the residents.</p> <p>(l) Assist during emergencies: Be available during medical or other emergencies, helping to coordinate with appropriate authorities.</p> <p>(m) Support during hostel events: Assist during fests, hostel nights, or any internal events.</p> <p>(n) Night/Weekend duties: Be prepared for duty on rotation basis during nights, weekends, and holidays.</p>
Place of Position		Hall of Residence, Indian Institute of Technology Bhubaneswar
Duration		The current appointment Initially for a period of 01 (ONE) Year. Appointment may be extended further based on the performance and requirements.
Duty Hours		Normally six days in a week with 8 hours working every day (between 9 am to 6 pm), but depending on student admission, and meetings, presence may be required beyond these times.
Selection Process		Interview with Skill test to check computer and English proficiency and administrative skills (accounting/store/purchase) of shortlisted candidates

General Information

1. Aspiring candidates who meet the eligibility criteria may submit their filled-in application form in the prescribed format, along with **scan copies of original educational and experience certificates** in PDF format, through the Google Form available at the following link: <https://forms.gle/nECjtVuWd6oKmx986> , on or before **10.05.2025**. **Experience will not be considered without an experience certificate.** Applications received after the due date, without the required documents, or not in accordance with the advertisement will be rejected.
2. For any queries, please email recruitment.hor@iitbbs.ac.in.
3. There is no need to send hard copy of the application.
4. The shortlisted candidates will be intimated through email for interview and skill test. The specific date and time for the interview will be communicated through email in due course.
5. Mere eligibility does not vest any right on any candidate for being called for Interaction. The Institute may fix suitable shortlisting criteria in the event of receipt of large number of applications. The decision of the Institute in all matters related to recruitment against this advertisement shall be final. No correspondence will be entertained from the candidates in connection with the process of selection /Interaction. Canvassing in any manner would entail disqualification of the candidature.
6. No interim enquiry will be entertained. However, candidates are advised to keep visiting the Institute website www.iitbbs.ac.in for any updates in this regard.

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7. No. of positions may be increased or decreased change depending upon requirement. Institute may also decide not to fill up any advertised post. Higher remuneration and age relaxation can also be considered in case of exceptionally meritorious candidates.
8. In case of any corrigendum/addendum pertaining to this advertisement, the same shall, be published in the Institute's website only. Accordingly, all applicants in their own interest are advised to visit the Institute's website: <https://www.iitbbs.ac.in/index.php/home/jobs/> regularly. They should also regularly check their email account for updates.
9. This is an outsourced position. The appointment and payment will be made through the Institute's outsourced agency.
10. Any dispute with regard to the selection/recruitment process will be subject to Courts / Tribunals having jurisdiction over Bhubaneswar.



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APPLICATION FORM

Advt. No.	SA/OS-Rectt./26/Non-Teaching/2025, Dated- 30/04/2025
Post applied for	

Photograph

1.	Name in full (in capital letters)	
2.	Father's Name	
3.	Marital Status / Gender	
4.	a. Permanent address	b. Address for correspondence
5.	Mobile No (Mandatory)	
6.	Email id (Mandatory)	
7.	Date of birth (please enclosed attested copy of certificate)	
8.	Are you a citizen of India? (If no, please provide details).	
9.	Aadhaar No.	
10.	Category (GEN/ST/ SC/OBC/PH/ES) (please enclosed attested copy of certificate)	
11.	If you are employed, please state the name of your employer, your present basic pay & scale of pay/Pay Band & Grade Pay/Gross Salary	

12. Details of educational qualifications: Please give particulars of all examinations passed and degrees obtained commencing with the High School Leaving (10th standard / Matriculation) Examination. Please attach true copies of certificates and mark sheets duly attested.

Sl. No.	Examination/ Degree/ Diploma passed	Name of the Board/University/ Institution	Subjects (Please mention field of specialization, honours, etc., where applicable	% of marks	Distinction/ Class / Division	Year of Passing

13. Details of employments: Please give particulars of your present and past employments in chronological order, starting with the present one

Sl. No.	Organization / Institute	Position held	Date of joining	Date of leaving	Last / Present Basic pay	Nature of Job

I hereby declare that I have carefully read and understood the instructions and particulars supplied to me and that all the entries in this form are true to the best of my knowledge and belief.

Date : _____

Place: _____

Signature of the Candidate